

CPC Committee Minutes 12-12-2013

Rockport Police Station 7:00 PM

Members Present: Ruth George (Chair), Stephen DeMarco, Mel Michaels, Maryann Lash, Julie McMahon, Bethany Brosnan, Phil Crotty, and Ed Hand

Not Present: Paul Sena

Also present: Paul St. Germaine, Thacher Isl. Assoc.; Debbie Whiting, Old Garden Beach Assoc.; John Sparks, Millbrook Meadow Committee; Rob Liebow, Supt. of Schools; Joanne Levin, Sandy Bay Yacht Club; Bill Balzarini, Rockport Art Assoc.

1) Comments from the Chair:

Ruth George opens meeting with introductions of committee members and guests.

2) Application Workshop

Stephen DeMarco gives an overview of the application process and timeline.

Applications due Feb. 3. CPC determinations made by June for July warrant deadline. Sept. 8 town meeting vote. Explains review guidelines and role of Community Preservation Coalition. Potential projects were presented.

- Joanne Levin, Sandy Bay Yacht Club, looking to replace front doors and windows
- Debbie Whiting, Old Garden Beach Assoc., looking to install granite posts and chain to separate landscaping from coastal bank.
- Rob Liebow, Rockport Schools, looking to overhaul the Grace playground and tennis courts
- Bill Balzarini, Rockport Art Assoc., looking to add handicap access to RAA buildings
- Maryann Lash, Rkpt. Con. Com. Funding for open space
- John Sparks, Millbrook Meadow Committee, looking for funding for phase III of their meadow refurbishment including design development and permitting
- Paul St. Germaine, Thacher Isl. Assoc. Paul asks about the possibility of using money that was approved for the Straitsmouth Isl. Light house for the refurbishment of the keeper's house and oil house on the island. This request goes along with the town potentially accepting these buildings from Mass. Audubon along with 1.8 acres of the island. Discussion about a possible April town meeting warrant article to amend the original 2013 fall town meeting vote.

Other likely applicants:

- Cape Ann Homeowners Partnership
- Rockport Housing Partnership
- Action, Inc.
- Rockport UU Church
- Rockport Congregational Church

Workshop adjourns at 8:00 PM – regular meeting proceeds

- 3) Stephen DeMarco moves to approve Oct. 8, 2013 and Nov. 12, 2013 minutes. Maryann Lash seconds motion. Unanimous approval.
- 4) Discussion of electing a CPC co-chair or vice chair. Stephen DeMarco and Phil Croty both willing to fulfill vice chair role but Stephen DeMarco not interested in taking on chairmanship role. Ed Hand nominates Phil Croty for vice chair. Stephen DeMarco seconds nomination. Unanimous vote.
- 5) Treasurers Report: Mel Michaels presents treasurers report. Expects to get money back (approx. \$60k) from Community House project once the balance sheets are finalized.
Art Committee ???
Re-issue check to Gloucester Housing
Stephen DeMarco makes motion to approve treasurers Report. Maryann Lash seconds motion. Unanimous vote.
- 6) Processing of invoices: Mel Michaels handed out outline of proposed procedure for processing of invoices. Phil Croty makes several suggestions regarding grant agreements and submission of bills. After some discussion, Phil Croty moves to approve the proposed rules for processing invoices with the component about grant agreements to be worked out in more detail. Stephen DeMarco seconded motion. Unanimous approval.
- 7) Housekeeping issues
 - Ruth passes around 2014 payment of bills authorization form for signatures
 - MA conflict of interest requirements for town employees (including boards and committees) 1. Sign form acknowledging receipt of rules, and 2. Complete online course and submit proof of completion certificate by Dec. 21.
 - Update CPC member contact info.
- 8) Other Business
 - Stephen DeMarco brings up the logistics of reviewing so many potential projects for 2014 with potentially earlier fall town meeting warrant deadline: longer or more frequent meetings to get through all of the applications. Also, keeping applicant presentations to strict time limits during meetings.
 - Phil Croty drafted press release. Ruth would like to see articles keep coming to inform public about what CPC funds have helped accomplish in town.
 - Further discussion on thank you gift or action for Mary Francis
- 9) Next meeting 7:00 PM January 14, 2014

Stephen DeMarco moves to adjourn. Mel Michaels seconds. Unanimous
Meeting adjourns at 8:30 PM